

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT 27973
APO AE 09096

AETV-SCS-MI

1 March 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #16, Command Supply Discipline

1. I want everyone in this unit to understand that I take supply discipline very seriously. I expect every soldier in this company to do so as well.

2. Responsibilities:

a. Soldiers:

- (1) Must maintain, and account for all assigned property.
- (2) Must report any missing or broken items to their supervisor immediately.
- (3) Must keep a copy of their current hand receipt and any other supporting documents to include DA FORM 3161's that show issues and turn-ins not yet posted onto their hand receipt.

b. Supervisors:

- (1) Must maintain, and account for all property directly assigned.
- (2) Have supervisory responsibility of all equipment belonging to his/her squad.
- (3) Must hand receipt all of the sections equipment to the appropriate soldier in the section; user level.
- (4) Must report any missing or broken items belonging directly to them or to any members of their squads to the section NCOIC.
- (5) Must maintain copies of all hand receipts (both the one he/she signed from the PSG and the ones that his/her soldiers signed) and supporting documents for the section equipment.

c. Section NCOIC (Sub-Hand Receipt holders) and OIC:

- (1) Will maintain, and account for all property directly assigned.
- (2) Has supervisory responsibility of all equipment belonging to his/her section.
- (3) Must hand receipt all equipment to the appropriate supervisor, and must ensure that the squad leaders hand receipt the equipment to the appropriate user.
- (4) Must maintain copies of all hand receipts (both the one he/she signed from the supply section, and the ones that his/her soldiers signed) and supporting documents for the section's equipment.
- (5) Are responsible for coordinating with the supply section for issues, turn-ins, requests, and any other supply actions.

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(6) Must update his/her hand receipt with the supply section, and re-sign quarterly. Immediately following, he/she must update the hand receipts for the section.

d. Supply Section:

- (1) Must account for all property on the different property books.
- (2) Must ensure that all equipment is hand-receipted to the appropriate major hand receipt holder.
- (3) Must maintain hand receipt records on all equipment not yet on the unit hand receipt.
- (4) Must be available when I perform my monthly 10% inventories.

(5) Update all major sub-hand receipts quarterly to include property issued by the Organizational Property Book Officer, and the Central Furnishing Management Office (CFMO).

e. First Sergeant/Company Commander will ensure:

- (1) That the supply section has ample support from the platoon sergeants for this policy to work.
- (2) That the hand-receipt owner of any equipment that is being inventoried is present at the right time and the right place.
- (3) That the section NCOICs/Sub-Hand Receipt holders update their hand receipts quarterly.
- (4) That the supply section received 100% support from all personnel to include those in the barracks during inventories (i.e. barracks furniture, vehicle BII).

3. Additional Instructions:

a. It is not necessary for a person to have hand-receipt accountability of an item to be held liable. If that soldier had not signed for the equipment, but uses it regularly, personal responsibility will still exist. It is essential that soldiers sign for equipment that they use and follow proper accountability procedures.

b. Prior to the signing of any hand-receipt, a complete inventory must be conducted. If the item is an end-item with components that are missing or damaged, then a shortage annex or components listing is necessary. Bottom-line, **ONLY SIGN FOR WHAT IS ON HAND**. A turn-in document, statement of charges, or report of survey must account for all damaged equipment or shortages before you sign for the item. If you do not adhere to these instructions, **YOU** will be held responsible during the next inventory, **NOT** the actual person who lost the components. Always request the presence of the supply personnel during this inventory to clear up any confusion.

c. I will hold everyone responsible for his or her actions and/or negligence concerning supply discipline.

4. "SHOOTERS, SHOOT TO KILL!"

WARREN C. FISHER
CPT, TC
Commanding